



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HOUSING AND COMMUNITY DEVELOPMENT CORPORATION OF HAWAII

05:RSS/046

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TO: All Interested Parties

FROM: Stephanie Aveiro
Executive Director

SUBJ: RFP RSS-2005-01, Addendum 1
Comprehensive Needs Assessment

1. **Delete:** Section 2. III. Scope of Work, A. Service Activities. 1. Study Specifications, item d, page 2-6
“Proposed methodology must provide data with a margin of error at no more than +/- 5% at a 95% confidence level for the total population.”

For clarification **replace** with:

“Proposed methodology must provide data with a margin of error at no more than +/- 5% at a 95% confidence level for the total population statewide.”

2. **Delete:** Section 2. III. Scope of Work, A. Service Activities. 5. Report and Presentation of Findings, item e, page 2-8

“Upon completion of data collection and issuance of the final report, the Contractor shall present the study findings on Oahu as requested by HCDCH.”

For clarification **replace** with:

“Upon completion of data collection and issuance of the final report, the Contractor shall present the study findings on Oahu as requested by HCDCH. HCDCH may request up to 3 presentation of findings.”

3. **Delete all references to the section 8 program.** HCDCH is not requiring or requesting information and data to be gathered, collected, analyzed or presented on participants in the section 8 program.
4. **Added:** Representation of the public housing sites by geographic area. See attached map.

Comprehensive Needs Assessment Orientation

Questions and Answers

On February 24, 2005, the Housing and Community Development Corporation of Hawaii conducted an orientation session for prospective applicants. Outlined below are the questions and answers discussed during the orientation session.

Q1: Define secondary purchases.

Secondary purchases are purchases made by the State agency

Q2: Does the requirement for a margin of error at no more than +/- 5% at a 95% confidence level for the total population refer to the statewide population?

Yes.

Q3: What do you mean by “provide written justification for any use of weighted data”?

As stated in RFP RSS 2005-01, applicants shall provide written justification for the use of weighted data to achieve a representative sample and must receive prior written approval by the HCDCH. (Applicants are reminded that information provided during the orientation is superceded by any information in the request-for-proposal.)

Q4: What do you mean by “type of project”?

State or Federal public housing project

Q5: Is the requirement to present the study findings on Oahu requiring just one presentation?

No. The HCDCH may request up to 3 presentations.

Q6: Are the 75 bound copies required to be color?

Each applicant should propose how the study findings will be presented (i.e., color v. black and white). However, the 75 bound sets shall be original sets. If the study findings are presented in color, the applicant must provide 75 bound original sets in color.

Q7: The RFP states that contractors must receive prior written approval for any subcontracts. If an applicant includes a specific subcontractor in the application and is awarded the contract, is that considered HCDCH’s approval of the subcontractor? Is there an additional request for approval of that subcontractor that must happen?

If a contractor is awarded the contract with a specific subcontractor in the application, the executed contract between HCDCH and the contractor shall suffice as prior written approval.

If the applicant does not clearly name a subcontractor in the application, the contractor shall be required to request under separate cover approval of any subcontractors.

Applicants are reminded that all subcontractors shall be required to meet the same minimum management requirements as set forth in the request-for-proposal. Applicants

are encouraged to examine and discuss how the inclusion of a specific subcontractor will improve their delivery of service.

- Q9: Can HCDCH provide demographic information to the Contractor, rather than have the Contractor collect all of the data again?**

Yes. HCDCH can provide demographic information on the population.

- Q10: Does HCDCH have a list of demographic information that must be collected?**

No. The applicant should propose what information will be collected.

- Q11: How will the information obtained from this RFP be used?**

The proposed needs assessment must provide pertinent demographic and participant information that will be used to design and develop supportive service programs established by the HCDCH.

- Q12: Will the items from page 2-6, #1a be appropriate for each site?**

The information should be provided for all housing sites. However, during the course of the study, the contractor may find that some information is not appropriate for a particular site. At that time, HCDCH and the contractor shall mutually agree on how the information will be presented.

- Q13: Among the list of requested information on page 2-6, #1a, are there priority items?**

No.

- Q13: Does HCDCH also want project-specific data?**

Yes. The scope of work requires that information be provided by housing project, management unit, island, and statewide. Refer to the scope of work for more detailed information.

- Q14: Can HCDCH provide a list of employers or employer categories?**

Yes. See attached list. Applicants should note that during the course of the study, HCDCH shall reserve the right to work with the contractor to determine whether the employer categories are appropriate for the study and the study participants.

- Q15: The RFP requests a comparison of the population's skill level, interest, and aptitudes with employment opportunities. It's not clear whether employers should be included in the study.**

The request for proposal indicates that potential and actual employers may be included as study participants. However, HCDCH assumes that including employers in the sample can enhance the study findings. For example, employers can provide information on the skill set required for employment and the study can look at how that compares with the skill set and interests of the residents.

- Q16: Does the applicant determine the type of analysis to be used?**

Yes. The applicant should propose how the data shall be analyzed.

Q17: With 65 sites statewide, is \$5400/site an adequate amount of funding?
\$350,000 is the probable funding amount currently allotted for the study.

Q18: Have the funds for this RFP been encumbered? Is there a possibility that at the time of the award, those funds will be unavailable?

At the time the request for proposal was issued, HCDCH had an executed Memorandum of Agreement with the Department of Health for funds for the comprehensive needs assessment. While the HCDCH does not foresee these funds being rescinded or restricted, the award of a contract and any allowed renewal or extension is subject to allotments made by the Director of Financial and subject to the availability of State and/or federal funds.

Q19: Is there a preference as to who should complete the survey for the household (e.g. head of household)?

No. The applicant should propose who the study participants will be and include a justification for its proposal.

Q20: For some public housing sites, there are resident committees or associations that have already conducted surveys. To what extent can the contractor use that data?
Each applicant should propose the use of primary and/or secondary data in their application and provide a justification for its use.

Q21: Does HCDCH maintain a library of those reports from resident association surveys?
No.

Q22: Does HCDCH have any preference on the timing of the inventory of available services?

No. Applicants should propose the timeline for completion of each activity.

Q23: What is the community service requirement?

The U.S. Department of Housing and Urban Development requires that every adult in the household (who is not exempt) provide 8 hours of community service per month as a condition of tenancy. Applicants should go to www.hudclips.org for more information on code of federal regulations vol. 24 CFR 960.600.

Q24: Does HCDCH have a map that shows all federal housing sites?

No. However, one is provided as attached with this addendum.

Map 1 Oahu

1	Hookipa Kahaluu	47-330 Ahuimanu Rd.	Kaneohe	96744
2	Koolau Village	41-1027 Kamau Pl.	Kaneohe	96744
3	Kaneohe Apartments	45-507 & 45-513 Pahia Rd.	Kaneohe	96744
4	Kauhale O'hana	41-1260 Kalanianaole Hwy.	Waimanalo	96795
5	Waimanalo Homes [a & b]	Humuniki St. & Humuna Pl.	Waimanalo	96795
6	Palolo Valley Homes	2107 Ahe Street	Honolulu	96816
7	Hale Laulima	1184 Waimano Home Rd.	Pearl City	96782
8	Waipahu I	94-111 Pupuole St.	Waipahu	96797
9	Waipahu II	94-132 Pupupuhi St.	Waipahu	96797
10	Kamalu (E)	94-941 Kau'olu Pl.	Waipahu	96797
11	Ho'olulu (E)	94-943 Kau'olu Pl.	Waipahu	96797
12	Kauhale Nani	310 North Cane St.	Wahiawa	96786
13	La'iola (E)	1 & 15 Ihoiho Pl.	Wahiawa	96786
14	Wahiawa Terrace	300 Palm St.	Wahiawa	96786
15	Kupuna Home O'Waialua (E)	67-088 Goodale Ave.	Waialua	96791
16	Nanakuli Homes	Lualei Pl. & Farrington Hwy.	Nanakuli	96792
17	Maili I	Maliona St.	Maili	96792
18	Maili II	Keliikipi St.	Maili	96792
19	Waimaha-Sunflower	85-186 McArthur St.	Waianae	96792
20	Kau'iokalani	85-658 Farrington Hwy.	Waianae	96792

Map 2 Honolulu

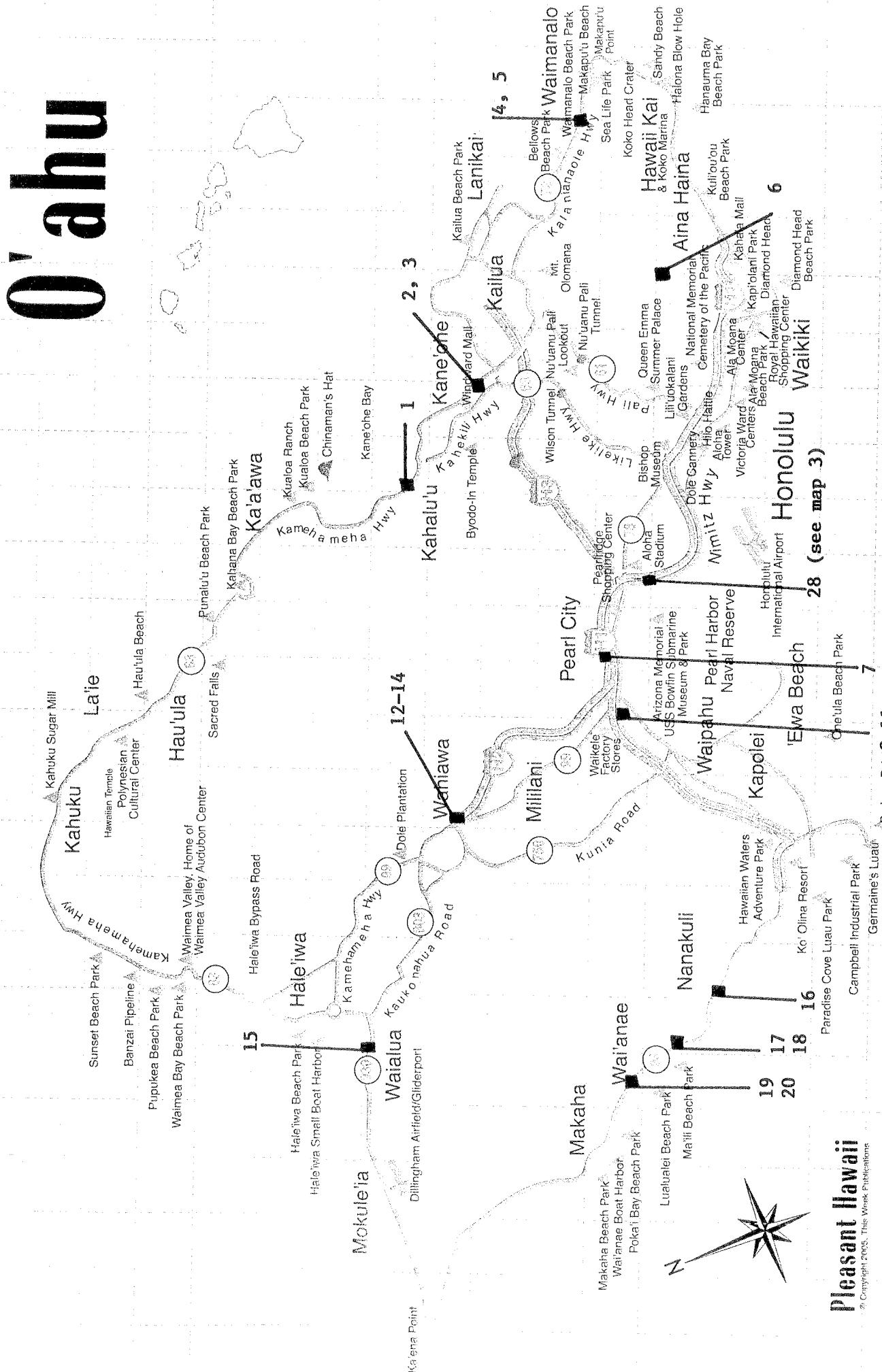
21	Makamae (E)	21 S. Kuakini St.	Honolulu	96813
22	Punchbowl Homes (E)	730 Captain Cooke Ave.	Honolulu	96813
23	Spencer House	1035 Spencer St.	Honolulu	96822
24	Pumehana (E)	1212 Kinau St.	Honolulu	96814
25	Kalakaua Homes	1545 Kalakaua Ave.	Honolulu	96826
26	Makua Alii (E)	1541 Kalakaua Ave.	Honolulu	96826
27	Paoakalani (E)	1583 Kalakaua Ave.	Honolulu	96826

Map 3 West Honolulu

28	Puwai Momi	99-132 Kohomua St.	Aiea	96701
29	Salt Lake	2907 Ala Ilima St.	Honolulu	96818
30	<i>Hauiki Homes</i>	<i>Meyers St.</i>	<i>Honolulu</i>	<i>96819</i>
31	Kalihi Valley Homes	2250 Kalena Dr.	Honolulu	96819
32	Kuhio Park Terrace	1475 Linapuni St.	Honolulu	96819
33	Kuhio Homes	Ahonui St.	Honolulu	96819
34	Kamehameha Homes	1541 Haka Dr.	Honolulu	96817
35	Kaahumanu Homes	Alokele & Kaiwiula St	Honolulu	96817
36	<i>Puahala Homes I</i>	<i>Ahiahi Pl. & Hala Dr.</i>	<i>Honolulu</i>	<i>96817</i>
37	<i>Puahala Homes II</i>	<i>Ahiahi Pl.</i>	<i>Honolulu</i>	<i>96817</i>
38	<i>Puahala Homes III</i>	<i>Ahiahi Pl.</i>	<i>Honolulu</i>	<i>96817</i>
39	<i>Puahala Homes IV</i>	<i>School St. & Lanakila Ave.</i>	<i>Honolulu</i>	<i>96817</i>
40	Mayor Wright Homes	521 N. Kukui St	Honolulu	96817
41	Kalanihuiia (E)	1220 Aala St.	Honolulu	96817

Map 1

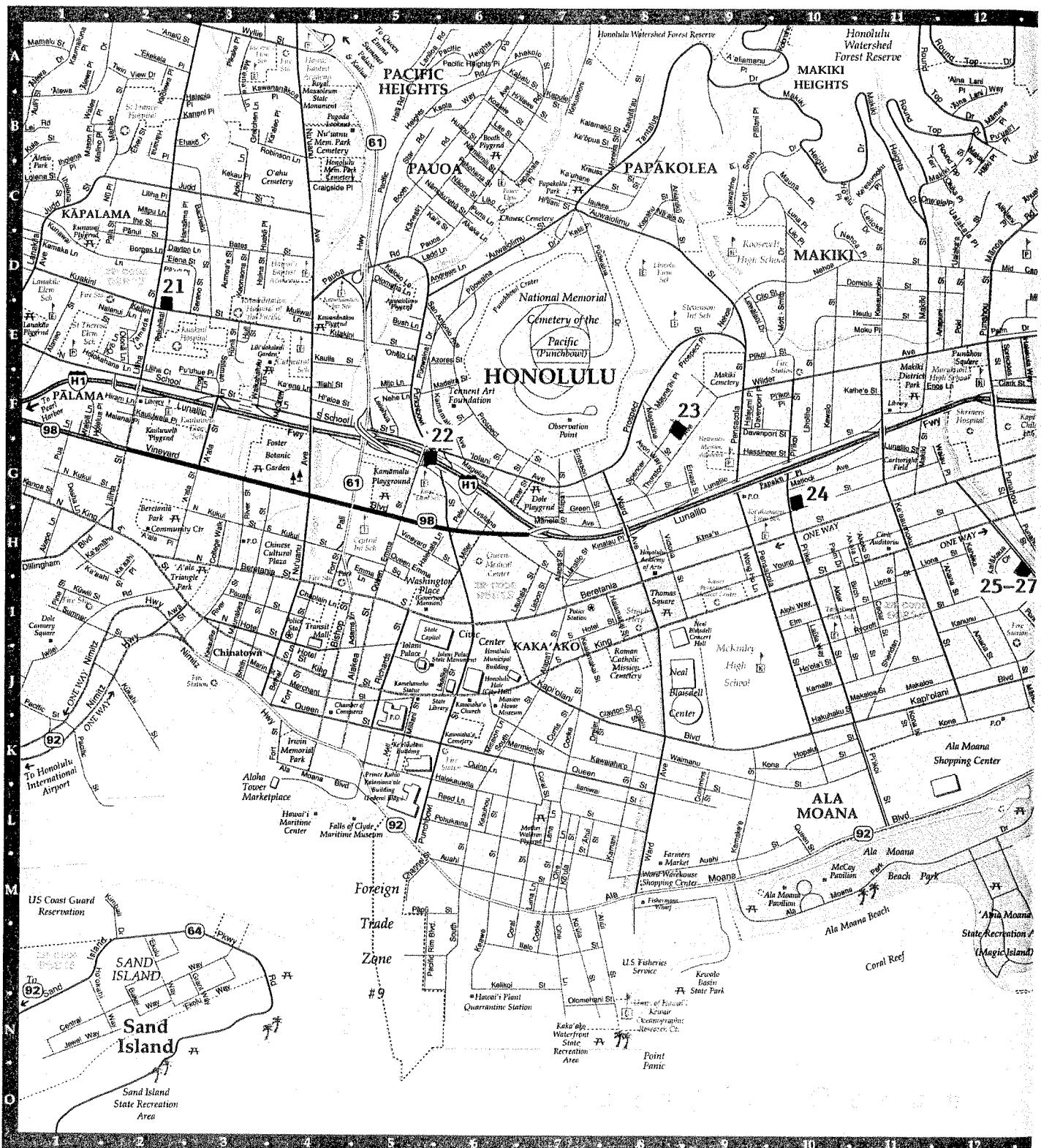
O'ahu



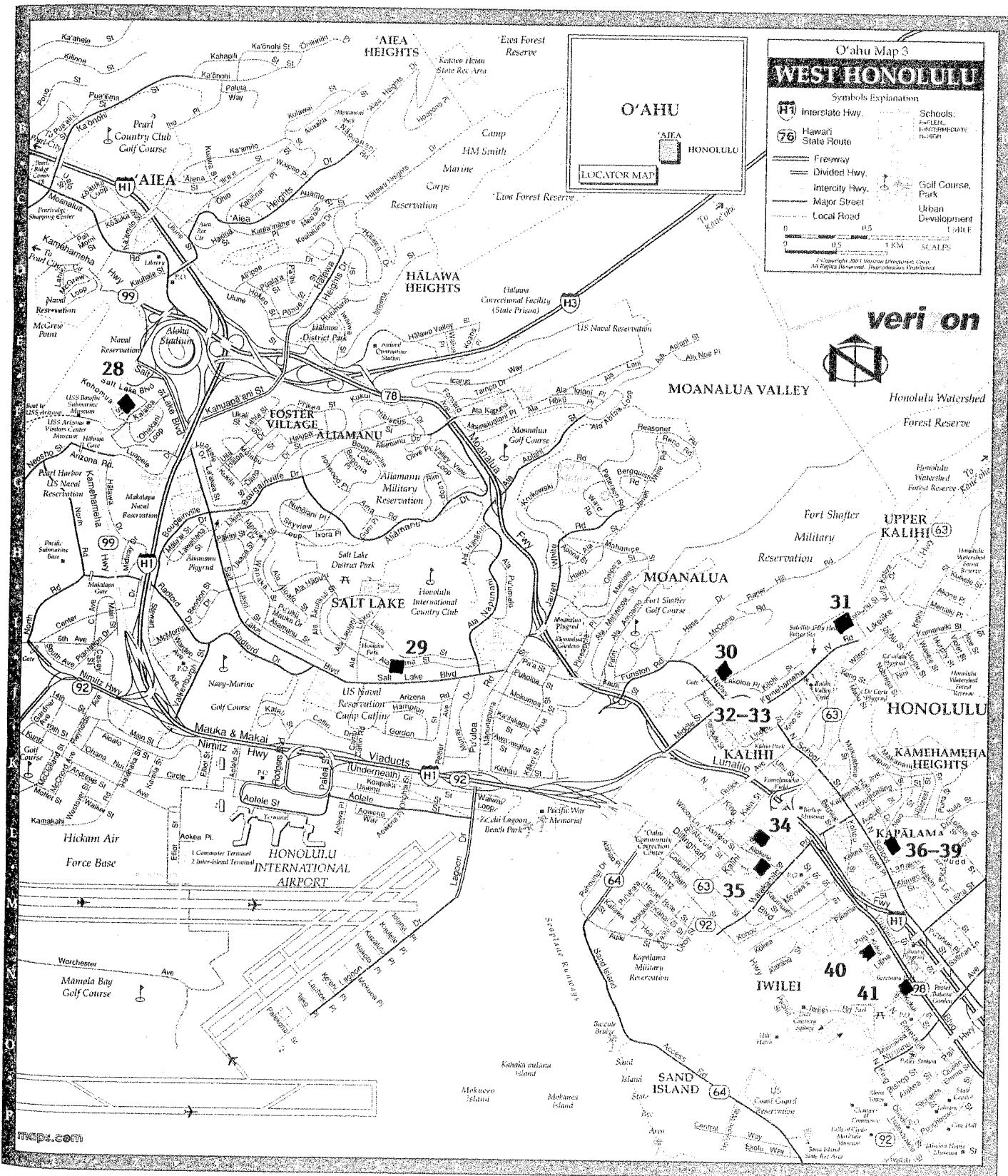
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Barbers Point **8-11**
Germaine's Luau

Map 2



Map 3



Map 4 Big Island

1	Lanakila Homes I	600 Wailoa St	Hilo	96720
2	Lanakila Homes II	600 Wailoa St.	Hilo	96720
3	Lanakila Homes III	600 Wailoa St.	Hilo	96720
4	Hale Aloha O Puna (E)	Keaau District	Keaau	96749
5	Hale Olaloa (E)	144 Kamana St.	Hilo	96720
6	Kauhale O'Hanakahi	19 Pamala St.	Hilo	96720
7	Lokahi	Lokahi Circle	Hilo	96720
8	Pahala (E)	96-1169 Kou St.	Pahala	96777
9	Pomaikai Homes (E)	929 Ululani St.	Hilo	96720
10	Punahele Homes	Lokahi Pl.	Hilo	96720
11	Ka Hale Kahaluu	78-6725 Makolea St.	Kailua-Kona	96740
12	Hale Hookipa (E)	81-1038 Nani Kupuna Place	Kealakekua	96750
13	Kaimalino	74-5060 Kealakaa St.	Kailua-Kona	96740
14	Kealakehe	74-991 Manawale'a St.	Kailua-Kona	96740
15	Nani Olu (E)	81-1011 Nani Kupuna Place	Kealakekua	96750
16	Noelani II	65-1191 Opelo Rd.	Kamuela	96743
17	Hale Hauoli (E)	45-540 Kaniaka Pl.	Honokaa	96727
18	Ke Kumu 'Ekolu	68-3385 Ke Kumu Pl.	Waikoloa	96738
19	Ke Kumu Elua	68-3367 Ke Kumu Pl.	Waikoloa	96738
20	Noelani I	65-1191 Opelo Rd.	Kamuela	96743

Map 5 Maui

1	Kahekili Terrace [a & b]	2015 Holowai Pl..	Wailuku	96793
2	David Malo Circle	Mill St	Lahaina	96761
3	Makani Kai Hale	35 Koapaka Ln.	Waiehu	96793
4	Piilani Homes (E)	1028 Wainee St.	Lahaina	96761
5	Makani Kai Hale II	35 Koapaka Ln.	Waiehu	96793

Map 6 Molokai

1	Kahale Mua - Federal	P.O. Box 30	Maunaloa	96770
2	Kahale Mua - State	Maunaloa, Molokai	Maunaloa	96770

Map 7 Kauai

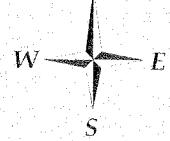
1	Kapaa	4726 Malu Rd.	Kapaa	96746
2	Hale Hoolulu (E)	4264 Ala Muku Pl.	Kilauea	96754
3	Hale Nana Kai O Kea (E)	4850 Kawaihau Rd.	Kapaa	96746
4	Hui O Hanamaulu	Laukona St.	Hanamaulu	96715
5	Kalaheo	Puu Rd.	Kalaheo	96741
6	Kekaha Ha'aheo	8238 Iwipolena Rd.	Kekaha	96752
7	Eleele Homes	Ahe St.	Eleele	96705
8	Hale Hoonanea (E) (Port Allen)	4401 Waialo Rd.	Eleele	96705
9	Home Nani (E)	Moana & Laau Rd.	Waimea	96796
10	Kawailehua - Federal	5230 Paanau Rd.	Koloa	96756
11	Kawailehua - State	5220 Paanau Rd.	Koloa	96756

Map 5

Maui



Map 6



E-Z READER MAP OF MOLOKAI & LANAI

Mo'omomi
Dunes Preserve

Kaluako'i

Papohaku Beach
Sheraton Moloka'i Lodge & Beach Village

Hala o Lono Harbor

1, 2

460

Ho'olehua
Airport

KALAUPAPA

Kalaupapa
Airport

480

470

Kalaupapa Trail & Lookout

Pālā'u State Park

KALAWAO

World's Tallest Seaciffs

HALAWA

Pu'u o Hoku

Moloka'i

KAUNAKAKAI

KAMILOLOA

Kawaela
City of Refuge

Lanai

Poipua Beach

Lighthouse Ruins & Shipwreck beach

KOELE

Lodge at Koele

LANAI CITY

Keonuku Village

Manele Bay Hotel

Expeditions

KAUAI

Lihue

NI'IHAU

OAHU

Honolulu

MOLOKA'I

LANA'I MAUI

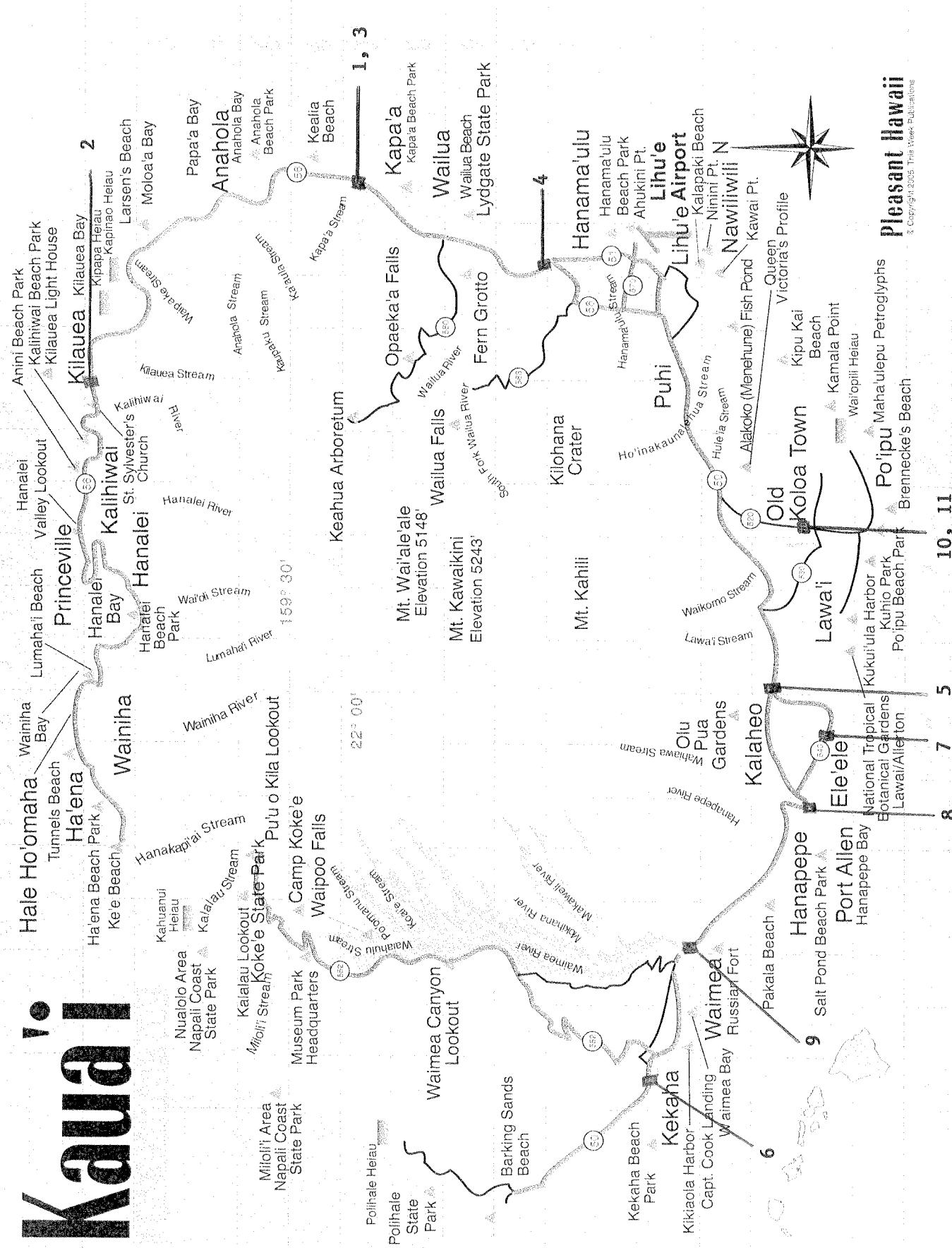
HAWAII

Waimea

HAWAII HILO

Kauai

Map 7



Pleasant Hawaii

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Sample Employer Categories

Service Occupations

Protective service occupations:

- Correction officers
- Security guards
- Police

Food and beverage preparation and service occupations:

- Chefs, cooks, and other kitchen workers
- Food and beverage service occupations

Personal service and building and grounds service occupations:

- Barbers and cosmetologists
- Maintenance and repair workers, general
- Landscaping and groundskeeping
- Janitors and cleaners

Transportation

- Truck drivers, light or delivery services
- Taxi drivers

Administrative Support

- General office clerk
- Receptionist
- Bookkeeping, accounting, and auditing clerks

Marketing and Sales

- Cashiers
- Retail sales
- Travel agents